State of Nevada

Information Technology
Project Oversight Committee (ITPOC)

Standard

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1.0 PURPOSE

To establish the project delivery standards for all Information Technology (IT) projects in the state of Nevada.

2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing funds when undertaking IT projects.

3.0 EFFECTIVE DATES

The requirements of this standard are effective for all new IT projects beginning FY08/09.

4.0 RESPONSIBILITIES

The Information Technology Project Oversight committee (ITPOC) is responsible for providing oversight to IT projects as described in Section 2.0.

Heads of all Nevada state executive branch organizations are responsible for complying with the required project deliverables as defined in the State of Nevada Project Delivery Framework Definition.   The assigned IT project manager is responsible for implementing this standard.

5.0 RELATED DOCUMENTS

Policy 9.02(B) IT Project Oversight
Policy 9.04(A) Project Management
Policy 9.05(A) Project Planning
Policy 9.06(A) Risk Management
Policy 9.07(A) Project Tracking
Policy 9.08(A) Requirements Management
Policy 9.09(A) Configuration Management
Policy 9.10(A) Project Closeout
Standard 9.11(A) Risk Assessment and Management Report
9G01_Guide_ IT Project Manager Qualification and Selection
9G02_IT Project Manager Qualification & Selection Process Flowchart
9G03_Guide_Project Delivery Framework Definition
State of Nevada Glossary of Terms
http://www.nitoc.nv.gov/

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6.0 STANDARD

The Project Delivery Framework Definition will be applied to all State of Nevada IT projects. The extent to which the framework is applied will depend on the project level, risk, complexity, visibility, and impact to the State. The DoIT Project Oversight Unit (POU) will provide further guidance to the project managers and sponsors on how the Project Delivery Framework should be used for their particular project.

State of Nevada IT projects are subdivided into seven basic stages:

- Business Justification
- Initiation
- Definition & Analysis
- Solicitation & Contracting
- Pre-Implementation
- Implementation
- Closeout

The end of each project stage concludes at a control point where a Go/No Go decision is made by key project stakeholders to proceed to the next stage. This decision will be made according to criteria set by the agency, fiscal and project oversight organizations, steering committees, State and Federal mandates and standards.

State project managers must own, develop, and maintain an Integrated Project Plan for all State projects in accordance to the Project Delivery Framework Definition to ensure that project timelines, state resources, and all other aspects of the project are well defined, coordinated, understood, and executed by both the vendor and State. This requirement also applies to all "deliverable-based" projects.

Objectives:

The objectives of the Project Delivery Framework are to:

- Reduce project risk
- Reduce costly project rework
- Establish statewide project management process standards
- Effectively manage expectations for the project at all levels
- Improve accountability of project teams and vendors
- Improve reporting and communication between impacted stakeholders
- Provide early warning to management to address critical issues
- Improve project decision-making at all levels
- Enable collection and consolidation of metrics for future project planning
- Implement projects within the expected scope, schedule, budget, and quality constraints
- Provide guidance and tools for documentation, review, assessment, and approval of project outcomes
- Provide guidance to agencies to help them assess the agency's ability to manage State IT investments

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- Provide criteria to assess whether projects should continue or if they require redefinition
- Allow the ITPOC to assess the progress and quality of projects against this standard

7.0   EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information Officer (CIO).

8.0   DEFINITIONS

State Agency – The use of the term "State agency" in this document means every public agency, bureau, board, commission, department, division or any other unit of the Executive Branch of the government of the State of Nevada.

Information Technology Project – A temporary endeavor undertaken to realize the expected benefits of an information technology investment resulting in a unique computer, network, telecommunications, or internet based system, service, or product. This does not include:

- projects for ongoing / routine replacement of existing hardware (PCs, routers, servers, etc) and software (upgrades, releases, licenses, etc)

- projects of short duration where (1) vendor or internal involvement is at a minimum, (2) there is only minor component reconfiguration, (3) installation is only within the agency, (4) purchases are internal to the agency (5) the project is transparent to the users.

Project Delivery Framework – A consistent, statewide methodology by which all projects are managed to achieve the desired outcome according to project level, risk, complexity, visibility, and impact to the State.

Integrated Project Plan – A project document which specifically describes the timelines, activities and dependencies required to ensure that the project is properly defined, coordinated, understood, and executed between affected Stage agencies and vendors. Its focus is to define what specific commitments, activities and responsibilities need to be performed by State staff and resources during the course of the entire project. A vendor project plan only describes the narrower commitments outlined in their contract – not the whole project.
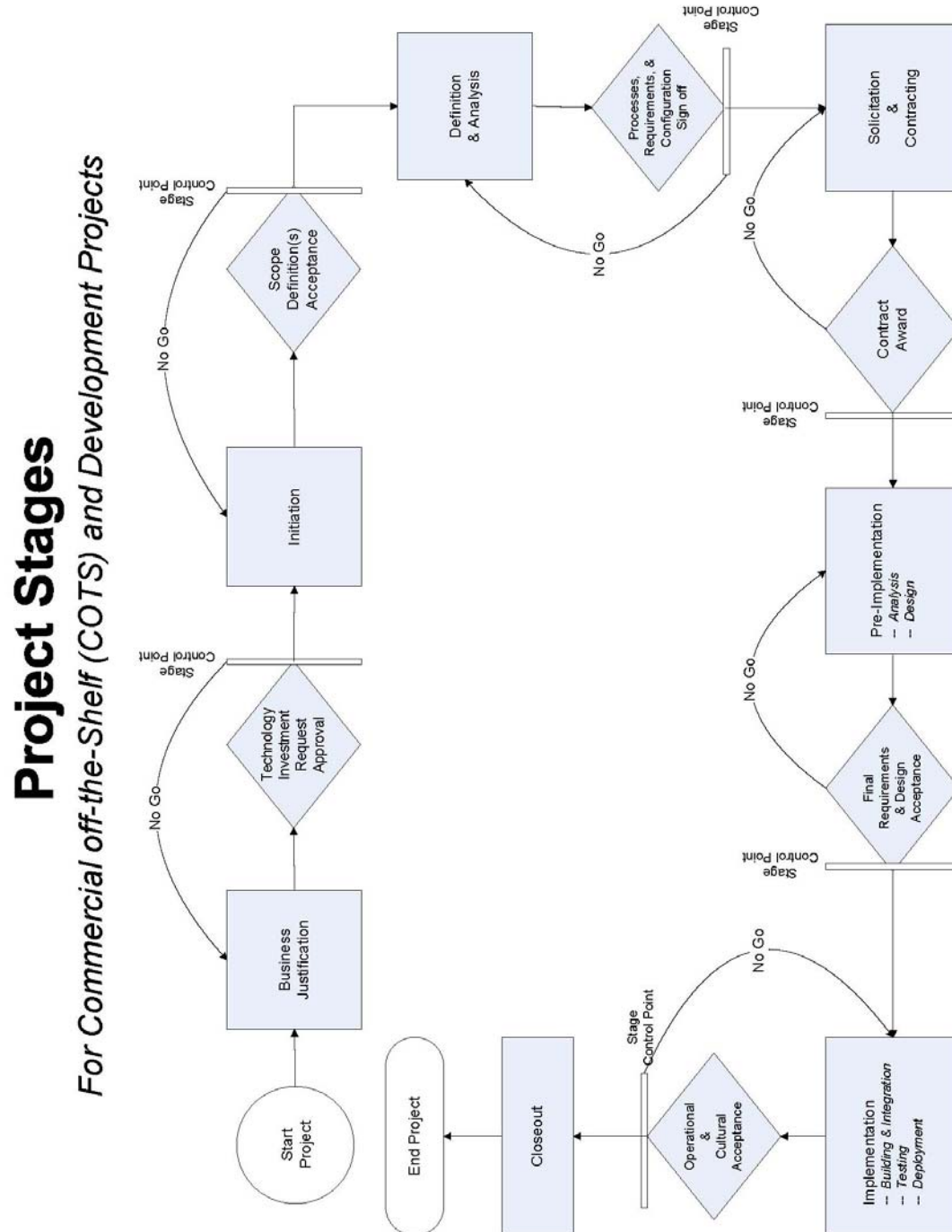
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9.0   FIGURES AND DIAGRAMS

Project Stages
For Commercial off-the-Shelf (COTS) and Development Projects

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Approved By		
Title	**Signature**	**Date**
ITPOC Chair	Signature on File	08/03/06
NV IT Operations Committee Chair	Signature on File	08/04/06
NV IT Strategic Planning Committee Chair	Signature on File	10/05/06
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